



# *Manager's Report*

## *for Council Meeting October 15, 2003*

### **FINANCE**

Listed below are new businesses licensed during this period:

#### **Business Name**

Aerosoles  
Altech Cars Ltd  
At Works  
Collapse Rescue International LLC  
Eagle Network Technologies LLC  
ECKO Unlimited  
Five Diamond Cleaning Services  
Kambal Collection LLC  
Mullally Construction Company Inc  
Olga's Cleaning Service  
Paneless Window Cleaning  
Pristine Affaires, LLC  
RR and GG Painting Inc  
S & K Famous Brands Inc  
Serendipity on the Vine  
Shannon and Sisters LLC  
System Solutions  
The Home Specialty Store Inc  
Turrio, Ilario  
Yoga Journey LLC

### **HUMAN RESOURCES**

New hires, promotions, transfers and separations for the period of September 20 through October 10, 2003

#### **New Hires**

Kathleen Leidich  
Daniel Juraschek  
Mehmet J. Odkan  
Christopher Murphy

#### **Position**

Assistant to Town Manager  
Utility Plant Operator Trainee  
Utility Plant Operator Trainee  
Senior Planner

#### **Department**

Executive  
WPCD  
WPCD  
Planning & Zoning

#### **Promotions**

none

#### **Transfers**

none

**Separations****Position****Department*****Resignations***

none

***Retirements***

none

***Terminations***

none

**PLANNING, ZONING & DEVELOPMENT****ZONING PERMITS ISSUED 03-1302- 03-1394****Zoning Permits Issued Residential**

Edwards Landing 6 SFD @ \$105,000

Stowers 1 SFD @ \$100,000

Potomac Crossing 2 SFD @ \$105,000

Potomac Station 16 SFA @ \$45,000

Stratford 6 SFA @ \$75,000

**Zoning Permits Issued Commercial**

205 Church Street SE interior fit in to Church \$30,000

241 Ft. Evans Rd. NE interior fit in \$15,000

803 Sycolin Rd SE interior fit in \$13,000

13 Fairfax Street SE interior fit in Virginia Village

50 Catoctin Circle NE #404 \$11,750

50 Catoctin Circle NE #203 \$14,441

**Occupancy Permits Residential**

Edwards Landing 13 SFA 1 SFD

Stowers 9 SFD

Kincaid Forest 2 SFA

Potomac Station 2 SFD

Stratford 5 SFA/Duplex 12 SFA

Potomac Crossing 2 SFD

**Occupancy Permits Issued Commercial**

803 Sycolin RD SE #202 Interior fit in

Edwards Ferry RD Battlefield Shopping Ctr. - Abby Carpet Interior-fit in

**SPECIAL EXCEPTIONS**

**SE 2002-07 Star Pontiac, Buick & GMC:** Located at 326 E. Market Street. The application is for an expansion of the existing office and sales areas as well as an increase in the number of service bays. The applicant is in the process of making revisions to the special exception plan. All public meetings will soon be rescheduled.

SE 2002-12 KFC/A&W: This application is for a fast food restaurant with drive-thru windows. This would be located off of Edwards Ferry Road, across from the existing Sheetz (site of the previously proposed SE for a Tires Plus). The Planning Commission preview was held at the April 3, 2003 meeting and the public hearing was scheduled for April 17, 2003. At this meeting, at the applicant's request, the Planning Commission voted to postpone the public hearing to a future date. This date was not specified.

TLSE 2003-0002 Leesburg Auto Finance Annex: Located at 310 Parker Court, this application is for a vehicle sales, service and storage facility use. A public hearing before the Planning Commission was held on September 4, 2003, at which time the Commission voted to recommend approval of the application to Council with conditions. The Council public hearing is scheduled for October 15, 2003.

TLSE 2003-0003 Mobil Car Wash Addition at Battlefield Shopping Center: Located at 1017 Edwards Ferry Road, N.E. This application seeks to amend existing Board of Zoning Appeals Special Exception #90-167 to permit a 988 square foot single-lane car wash on the property leased by the existing Mobile Service Station in Battlefield Shopping Center. The plans were accepted for review on July 11, 2003 and are currently under review. The Planning Commission public hearing was held on September 4, 2003. At its next meeting on September 18, 2003 the Planning Commission voted to recommend approval of the application to Council with conditions. The Council public hearing is scheduled for October 28, 2003.

TLSE 2003-0004 Water Pollution Control Facility Expansion & Utility Lines Division Maintenance Building: Located at 1391 E. Market Street, this special exception application seeks to expand an existing water treatment facility ("Water Pollution Control Facility") from 5 MGD to 7.5 MGD plus relocation of the Utility Lines Division service facility to the western portion of the site. The application was accepted for review on August 18, 2003 and is currently under review.

TLSE 2003-0005 Loudoun Motor Sports: Located at 212 Catocin Circle, S.E. (the old Southern States property), this application is for a vehicle sales, service and storage facility use. The application was accepted for review on August 29, 2003 and is currently under review. A Planning Commission public hearing is scheduled for November 6, 2003.

TLSE 2003-0006 Costco Tire Center: Located in Battlefield Marketplace Shopping Center at the intersection of Edwards Ferry Road and the Route 7/15 Bypass, this application seeks to amend existing Board of Zoning Appeals Special Exception #88-167 to permit the relocation of a vehicle service center (tire installation facility with four bays) on property in Battlefield Marketplace. The application was accepted for review on September 5, 2003 and is currently under review.

## **REZONINGS**

ZM 2002-05 & SE 2002-11 Misty Ridge Rezoning: Located on the east side of Sycolin Road across from the Stratford planned development, the applicant (D.R. Horton Company) is seeking to rezone 7.9 acres from R-1 to R-4 to permit 17 single family detached residential units on the property. Staff received revised plans on May 30, 2003. The plans are currently under review. The Planning Commission public hearing has been rescheduled at Applicant's request to provide additional time for staff and the applicant to address outstanding issues.

TLZM 2003-0002 Beauregard Overlook Concept Plan Amendment: The applicant Elite Investment & Management Group, Inc. is seeking to amend rezoning #ZM-73 and #ZM-102 by amending the Concept Plan to permit 43 single-family detached lots in a residential cluster on 14.99 acres (an increase of 18 lots over the 25 lots currently permitted) zoned R-4. The plans were accepted for review on July 11, 2003 and are currently under review. The Planning Commission public hearing has been rescheduled to provide additional time for staff and the applicant to address outstanding issues.

TLZM 2003-0003 Leesburg Central Rezoning: The applicant James D. Turner is seeking to rezone six (6) parcels zoned B-1 and RHD to B-1 with a Concept Plan and Proffers to build approximately 23,500 square feet of commercial office space with some additional retail space. The plans were accepted for review on August 22, 2003 and are currently under review. The property is located at the southeast quadrant of the intersection of Loudoun Street and Harrison Street.

### **ZONING ORDINANCE AMENDMENTS**

No Zoning Ordinance Amendments are being processed at this time.

### **BOARD OF ZONING APPEALS CASES**

Case No. BZA 03-05 Fort Knox Leesburg LLC – Appeal of the Zoning Administrator's determination that the operation of a vehicle rental facility (U-haul) at 755 Gateway Drive SE requires Special Exception approval from the Leesburg Town Council in accordance with Section 6.4.2. The Board of Zoning Appeals held a public hearing on Monday October 6, 2003. The BZA upheld the Zoning Administrator's determination by a vote of 5-0.

### **PLANNING DIVISION:**

<b>MANAGER'S REPORT DIVISION OF CURRENT PLANNING PLAN REVIEW ACTIVITY</b>			
<b>PLANS REVIEWED DURING THE PERIOD OF: SEPTEMBER 16, 2003 – OCTOBER 7, 2003</b>			
<b>Project Name</b>	<b>Project Type</b>	<b>Submission Number</b>	<b>Proposal Description</b>
Roncaglione (29 Sycolin Road) Office Building	No Adverse Impact	1 <sup>st</sup>	11,933 sq ft office building
7 Union Street	Minor Subdivision Plat	3 <sup>rd</sup>	2 Lot Subdivision
Stowers, Phase 2, Section 3	Construction Drawings	5 <sup>th</sup>	111 Single Family Detached lots
Providence Baptist Church	No Adverse Impact	1 <sup>st</sup>	Building Addition
Battlefield Shipping Center Existing Building Pad "R"	Revision to Approved Development Plan	1 <sup>st</sup>	Dumpster Pad relocation
Hawks View Glen	Off site Easement Plat & Deed	1 <sup>st</sup>	36 Town Houses
Potomac Station Retail (Parcel B) DP 2000-13	Revision to Approved Final Development Plan	1 <sup>st</sup>	Minor revision to shopping center

Potomac Crossing Community Park DP 1988-29	Preliminary/Final Development Plan	1 <sup>st</sup>	Public park
Tractor Supply	Request P/F Authorization	1 <sup>st</sup>	Storage yard expansion
Stratford Ryland, Landbay "E" (MF) DP 2000-18	Revision to Approved Development Plan	3 <sup>rd</sup>	300 apartment units
Greenway Farm Commercial	Sketch Plan	1 <sup>st</sup>	Driveway alignment
Lowenbach Subdivision, Lots 98-101	Sketch Plan	1 <sup>st</sup>	Lot consolidation
First Citizens Bank	Easement Plat	1 <sup>st</sup>	Off-site easement
Loudoun Motor Sports	Special Exception	1 <sup>st</sup>	Motorcycle shop
Beauregard Estates, Phase 5	Preliminary Subdivision Plat extension	1 <sup>st</sup>	9 single family detached

**PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF:  
SEPTEMBER 16, 2003 – OCTOBER 7, 2003**

<b>Project Name</b>	<b>Project Type</b>	<b>Submission Number</b>	<b>Proposal Description</b>
Lowenbach Subdivision, Lots 98-101	Sketch Plan	1 <sup>st</sup>	2 lot Subdivision
Pershing Avenue & Wilson Avenue	Capital Improvement Project	6 <sup>th</sup>	Road improvements
Fairview Subdivision, Block C, Lots 7-10 & 31-37	Sketch Plan	1 <sup>st</sup>	Lot consolidation
Greenway Farm Commercial	Sketch Plan	1 <sup>st</sup>	Driveway alignment
Hawks View Glen	Offsite Easement & Deed	1 <sup>st</sup>	Off-site easement
Beauregard Estates, phase 5	Preliminary Subdivision Plat extension	1 <sup>st</sup>	9 single family detached
Panera Bread/Leesburg Corner Premium Outlet	Preliminary/Final Development Plan	2 <sup>nd</sup>	4,704 sq. ft. retail
ECHO/Lawson Road industrial Condominiums	Minor Plat	1 <sup>st</sup>	Driveway and waterline extension
Potomac Station Retail, Parcel B (Out parcel) Chevy Chase Bank	Preliminary/Final Development Plan	3 <sup>rd</sup>	3,200 sq. ft. bank
International Pavilion, Parcel B5	Preliminary Development Plan extension	1 <sup>st</sup>	98,910 sq. ft. retail request to extend previous approval for an additional year.
International Pavilion, Parcel B6	Preliminary Development Plan extension	1 <sup>st</sup>	99,600 sq. ft. retail request to extend previous approval for an additional year.
International Pavilion, Parcel B7	Preliminary Development Plan extension	1 <sup>st</sup>	95,530 sq. ft. retail request to extend previous approval for an additional year.
Johnson Property Subdivision/Rosebrook	Construction Drawings	1 <sup>st</sup>	20 Single family detached
Parker Subdivision, Lots 28- 31	Minor Subdivision Plat	3 <sup>rd</sup>	2 lot subdivision
Potomac Station Retail (Parcel B) DP 2000-13	Revision to Approved Final Development Plan	1R	Minor revision to shopping center
First Citizens Bank	Easement Plat	1 <sup>st</sup>	Off-site easement

**WATER & SEWER ADMINISTRATION**

From August 28 through October 6, 2003 there were 84 Public Facility Permits issued totaling \$844,926.00; 89 work orders issued for meter sets and 96 requests for occupancy inspection were issued.

**Capital Projects Update**

- Water Meter Conversion – to date, approximately 70% or approximately 8,500 water meters have been converted to the Hexagram fixed based network. Approximately 4000 more meters remain to be converted.
- During this period, fifteen plans were received for review within the service area, and two requests were processed for water and sewer system modeling.
- Design workshops for expansion of the Water Treatment Plant and Water Pollution Control Plant (WPCP) are in progress and proceeding according to schedule.
- The final plans for the Utility Lines Division (ULD) maintenance facility are under review by town agencies.
- Construction plans for the Woodlea Mini-Pressure Zone have been distributed to all review agencies.
- A proposal for the purchase of a portable generator has been prepared and is being mailed out to bidders this month. This generator will be used to supply power to remote stations where a stand-by generator is not available.
- During the hurricane the town was able to supply water to Loudoun County Sanitation Authority due to the problems encountered with their water supply. The supply was provided through the recently completed interconnection. In addition tanker trucks were dispatched to the water plant for distribution of water to South Riding. The problem occurred due to a power outage at both of Fairfax County plants. The proper planning and provisions at town facilities helped us to continue uninterrupted operation with a power outage at the Water Plant and Pump Station. Many thanks to the staff for their readiness and adequate planning.

**TOWN OF LEESBURG**

Full-time vacancies as of October 7, 2003

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
<i>Town Mgr</i>	1	Library Manager	6/16/03	√	√	√			
<i>Airport</i>	1	Airport Director	7/1/03	√	√	√			
<i>Econ Dev</i>	1	Administrative Associate II	3/9/01	√	√	<u>On hold*</u>			
<i>Eng &amp; PW</i>	1	Senior Engineer	7/1/02	√	√				
	1	Administrative Associate II	8/1/03	√	√	√	√	√	√
	1	Maintenance Worker II	8/20/03	√	√				
<i>Finance</i>	1	Meter Technician	7/30/03	√	√				
	1	Purchasing Associate	8/12/03	√	√				
<i>IT</i>	1	Director of Info Tech	9/16/03	√	√				
<i>P&amp;Z</i>									
<i>Police</i>	1	Admin Assoc II	12/1/02	√	√	<u>Frozen**</u>			
	1	Communications Tech I	5/29/03	√	√	√	√		
	1	Communications Tech I	7/24/03	√	√	√	√		
	1	Communications Tech I	7/30/03	√	√	√	√		
<i>Util Admin</i>	1	Senior Engineer	7/1/02	<u>On hold*</u>					
<i>Util Lines</i>	1	Util Maint Wrkr III	7/1/03	√	√	√	√		
<i>WaterPlant</i>	1	Util Operator or Trainee	9/14/03	√	√				
<i>WPCF</i>	1	Util Plant Supervisor	8/1/03	√	√	√	√	√	√
	1	Util Plant Supervisor	8/29/03	√	√	√	√	√	√
<b><u>TOTAL</u></b>	18								

\*On hold = Department is not actively recruiting this position.

\*\*Frozen = For budgetary reasons, Department has identified this position to remain vacant for the rest of the fiscal year.